DATE: May 14, 2018

TO: Fiscal Administrators

FROM: Dawn Kim, Compliance Manager, ORS

SUBJECT: Preparing for Fiscal Year End (FYE) 2018

In preparation for FYE 2018, please perform the following prior to the scheduled year end cutoff dates:

- Verify that continuation accounts have the proper attributes (refer to AP 8.650 "Continuation Accounts").
- Reclassify transactions posted to continuation accounts to the intended account.
- Clear account deficits.
- Review and reconcile payroll transactions and process salary transfers as needed.
- Record all FY2018 cost shared amounts. Refer to “Fiscal Year-End Reminders for Cost Sharing” in the April 2018 edition of the ORS Newsletter.
- Submit requests to extend advance accounts ending on or before June 30, 2018 prior to the advance account expiration date, as appropriate. Advance accounts expiring on or prior to June 30, 2018 that are not being extended should be closed per the requirements of AP 12.405 "Advanced Funding Accounts for Externally Financed Programs and Activities".
- Complete and confirm closeout of awards and accounts in a timely manner.
- Reallocate PCard transactions - refer to Fiscal Year-End Closing Schedule available on the FMO website under General Accounting - Overview - Fiscal Year Calendar of Events

The May 2018 edition of the ORS Newsletter includes additional information and reminders on ORS-specific KFS eDocs for FYE. For additional guidance, please refer to AP 8.926 "Administrative and Financial Management Requirements for Extramurally Financed Research and Training Programs/Activities of the University of Hawaii". This AP is currently being transitioned to AP 12.404, under Chapter 12 “Research”.

To assist in your review, the following eThority templates have been shared:

- KFS Contracts & Grants Databooks / Field Reports / CG Accounts with Deficits - accounts with deficit balances
- KFS GL Databooks / Field GL Templates / Continuation Account Transactions by FO Code - non UH payroll transactions posted to Continuation Accounts. This information is static and does not reflect subsequent transfers out of the Continuation Account. (Note: The RCUH Financial Portal (Reporting / UH Project Fiscal Reports / Project Reports / KFS Continuation Account Transactions Report) can also be used to check transactions that posted to a Continuation Account for a specific project account.)
- KFS Labor Ledger Databooks / Accounts with Labor Continuation Transactions - UH payroll (labor ledger) transactions posted to Continuation Accounts.

Please forward this information to any other fiscal and program staff who should be informed.

If you have any questions, please contact ORS Compliance at orscomp@hawaii.edu.